APPENDIX.

[Vide answer to starred question No. 15 asked by Sri G. Krishnamoorthy at the meeting of the Legislative Council held on 14th February 1958, page 160 supra.]

Orders issued by Government regulating the payment of travelling allowances and advances to the polling personnel (including the teachers) employed for election duty during the General Elections, 1957.

I. *Grant of travelling allowance or conveyance charges to persons deputed for election duties.*

(1) The grant of travelling and other allowances to persons deputed for training and election duties in connection with the general and bye-elections will be regulated as follows :—

A. For attending Instruction Classes—

(i) *Persons for whom there are Travelling Allowance Rules.*—Officials of the State Government and of local authorities will be paid travelling allowance admissible under the Madras Manual of Special Pay and Allowances. Officials of the Central Government will be eligible for travelling allowance according to the rules of their respective departments. If under the above rules no travelling allowance is admissible for such journeys and absence from headquarters, actual conveyance charges by taxi in the case of gazetted officials and by bus, auto-cycle, jutka, cart or rickshaw, as the case may be, in the case of others, *plus* an allowance at the rate of 12 annas per meal and 8 annas per tiffin according to the period of absence should be paid.

(ii) *Other persons including non-officials and pensioners.*—Actual conveyance charges and subsistence allowance as in (i) above will be admissible, the nature of the conveyance depending on their status in life. The status should be determined with reference to the pay last drawn before retirement in the case of pensioners and with reference to their monthly remuneration in the case of those receiving fixed monthly remuneration and in other cases, in an equitable manner as determined by the Returning Officer.

B. For Polling Duty—

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(*a*) *Persons for whom there are Travelling Allowance Rules.*—The travelling allowance will be regulated as in instruction (*A*) (i) above, subject to the following modifications :—

(i) Teachers in aided Elementary Schools and in schools maintained by local bodies will be granted a daily allowance of Rs. 2 and the actual conveyance charges by bus or rail; and

(ii) Non-gazetted officers belonging to Grades XI and XII and subordinates in last grade service of Grade XIII will be paid a daily allowance of Rs. 1–8–0 and travelling allowance admissible under the Madras Travelling Allowance Rules.

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(*b*) *Other persons including pensioners and non-officials.*—Travelling allowance appropriate to their status in life will be granted—vide instruction (*A*) (ii) above, but the mileage must in no case exceed the rates admissible to Government servants of Grade VII as specified in Annexure I to Part II of the Madras Manual of Special Pay and Allowances and second-class railway fare for railway journeys, *plus* a daily allowance of Rs. 1–8–0 for every day of absence from the place of residence.

(*c*) Public servants who are not eligible for travelling allowance under the ordinary rules should be granted the actual conveyance charges for authorised journeys from their place of residence to the place of duty and back. In addition, they may be paid subsistence allowance at Rs. 1–8–0 per day.

Note.—This refers to cases such as those of journeys of less than five miles for which the ordinary rules do not provide travelling allowance.

City of Madras.

Actual conveyance charges for journeys to and from the polling station *plus* a subsistence allowance of Rs. 2 for each polling day will be granted. Only the actual conveyance charge by bus, rail and/or rickshaw (to the extent really necessary) will be allowed. Taxi charges will be allowed for the journeys to and from the polling station in the case of persons of the grade or status of a lower division clerk or above. Gazetted officers who certify that they used their own cars will draw, as a special case, mileage at rates admissible to them under the Madras Travelling Allowance Rules. Persons who go to their polling stations on the day previous to the date of poll will be paid tiffin charges at the rate of 8 annas and those who convey ballot boxes and other election records to the counting centre and then return to their residence will be paid conveyance charges from the counting centre to their residence in lieu of such charges from the polling stations to their residences.

Note.—" Polling duty " will cover all journeys to or from polling stations and the halts at the polling stations undertaken in accordance with the orders of the Returning Officer, for example, in the Madras City, the journeys by a person selected for polling duty, to the polling station on the day preceding that fixed for the poll in order to familiarise himself with the exact location of the polling station and the actual arrangements there.

(1) In the City of Madras the " actual conveyance charge " should be calculated at the rate of 25 naye Paise per mile.

In the mufassal, the conveyance charges should be determined with reference to the distance between the person's residence and the place of his election duty.

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The travelling allowance claims of the polling personnel employed during elections to the Parliament and the State Legislative Assembly should be preferred only in travelling allowance bill forms (altering the forms suitably wherever necessary), irrespective of the length of the journeys.

II. *Countersignature of bills* :

The travelling allowance claims of State Government employees will be drawn and paid by the heads of the respective offices after countersignature by competent controlling authority. The travelling allowance claims of Central Government employees will be drawn by the heads of the respective offices and countersigned by the Returning Officers concerned before the bills are presented at the treasury for payment. The claims of local body employees and aided schools *including teachers* should be presented through the executive authority of the local body concerned to the Tahsildars and Independent Deputy Tahsildars concerned who, after getting the bills countersigned by the Returning Officers, should arrange for drawing and disbursing the travelling allowance. The claims of other non-officials, including pensioners, should be drawn and paid by the concerned Returning Officer.

As soon as the persons are selected for polling duty, the Returning Officers should communicate copies of the orders appointing the polling personnel to all the heads of offices (both State and Central), the Tahsildars and Deputy Tahsildars concerned. Immediately after the poll, each and every polling personnel should get a certificate in the form given in the appendix, from the Presiding Officer concerned that the former had actually attended polling duty on the polling day and the day previous to the poll and is eligible for the travelling allowance. The above certificate should be attached to the travelling allowance bills. The Presiding Officer of each polling station should, along with his other reports, send a statement showing the names, designation and addresses of all the polling personnel who attended polling duty in his station, together with the dates on which they worked. The Returning Officer, on receipt of these reports from the Presiding Officers, should communicate to the Tahsildars, Deputy Tahsildars, and the heads of offices concerned a list of persons who performed polling duty. The heads of offices and the Tahsildars concerned should scrutinize the travelling allowance bills with reference to the above lists from the Returning Officers and the certificates sent by the polling personnel along with their travelling bills and then arrange for payment.

III. *Advance of travelling allowance to polling personnel* :

Advance of travelling allowance should be promptly given to subordinates deputed for training and election duty whenever such advance is applied for. Application for advances should be dealt with expeditiously and in the interest of the efficient conduct of the elections the drawing officers should ensure that there is no deliay in the payment of advances. To facilitate the prompt payment of

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advances, heads of offices may draw special advances under article 99 of the Madras Financial Code, Volume I, to meet the travelling and other subsistence allowances of their subordinates deputed for training and election duty. The Tahsildars and Deputy Tahsildars can also draw similar advances for employees of the local bodies and teachers of aided schools and schools maintained by local bodies.

Appendix.

Certificate to be given to each member of the polling party by the Presiding Officer.

Parliamentary Constituency

.... Assembly Constituency

Polling Station No. ....

I hereby certify that Sri .... (name and designation) appointed as .... for (Polling Station No....) was present on ...., the day of polling and the day prior to polling and is eligible for travelling and daily allowance according to rules.